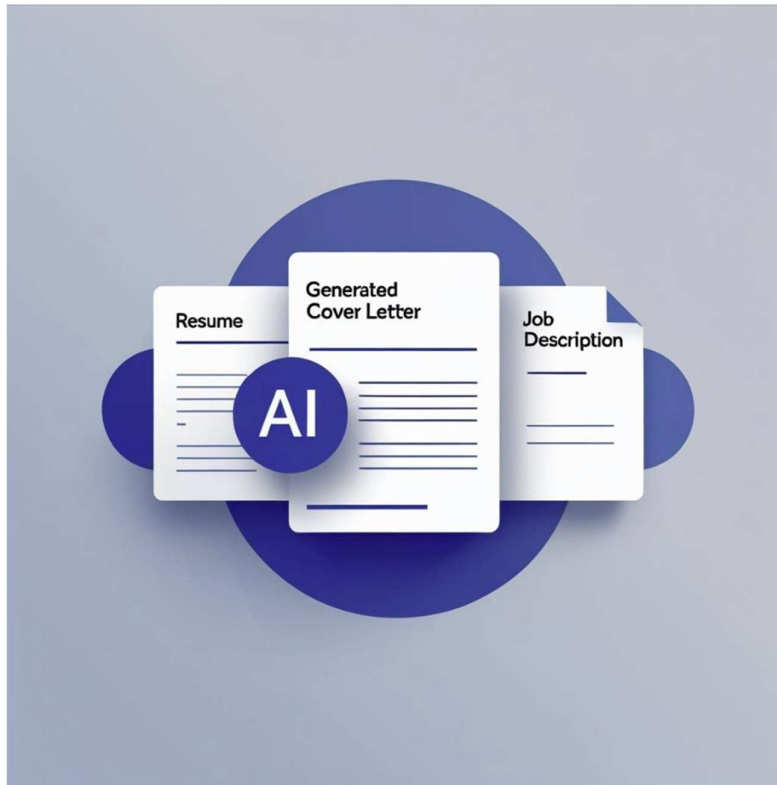


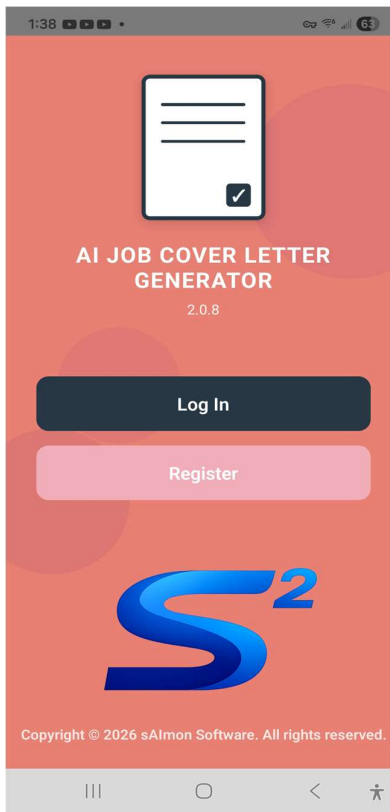
AI Job Cover Letter Generator



New User Quick-Start and Optimization Walkthrough

This guide helps new users go from registration to a polished, tailored cover letter quickly, then shows the high-value settings that improve results over time.

What new users should know first: Successful registration starts you with 10 free letters (credits), the app supports both iOS and Android, new features continue to roll out for free, and customer support is available at support@saimonsoft.com.



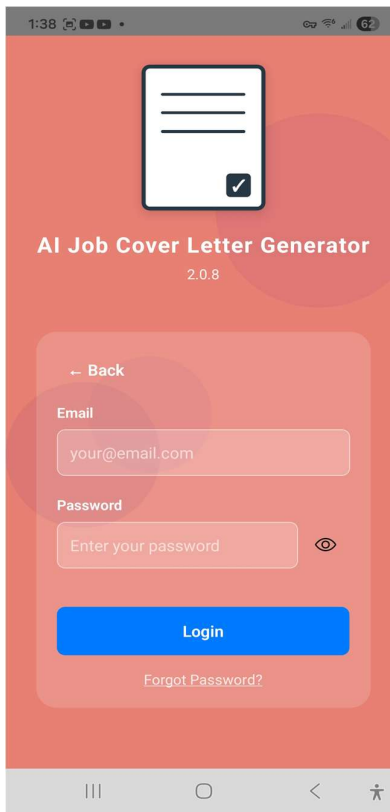
Launch screen with Log In and Register options.

Quick-Start

1. Register or sign in

Start on the home screen and create your account. Once registration is complete, new users receive 10 free letters so they can immediately test the workflow without a paid plan.

- Use Register for a new account or Log In if you already have one.
- The mobile app experience is designed for both iOS and Android, so the same core workflow is available across devices.
- As new features are released, users continue receiving those improvements without paying extra for app updates.

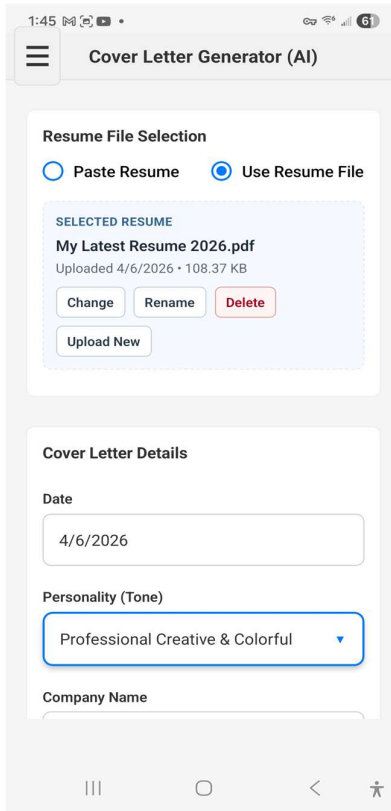


Simple sign-in screen for returning users.

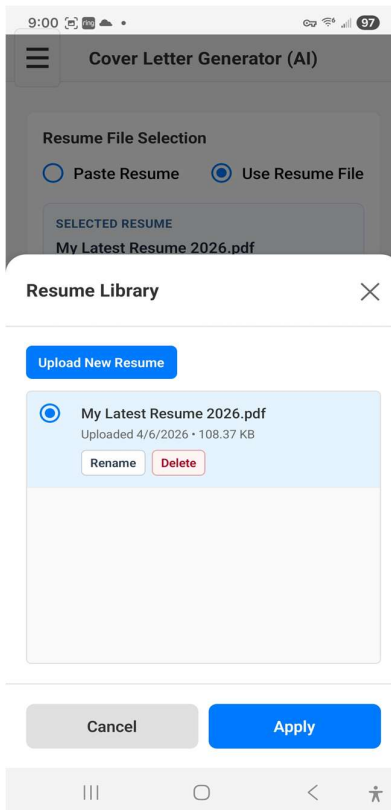
2. Choose your resume source

After signing in, select the resume you want the app to use. The fastest path is usually to keep your latest resume in the Resume Library and reuse it for each application.

- Upload a new resume if you have an updated version ready.
- Rename older resumes so you can quickly tell versions apart.
- Use one well-maintained resume file as your default starting point, then let the letter adapt to each job.



Resume selection on the main generator screen.



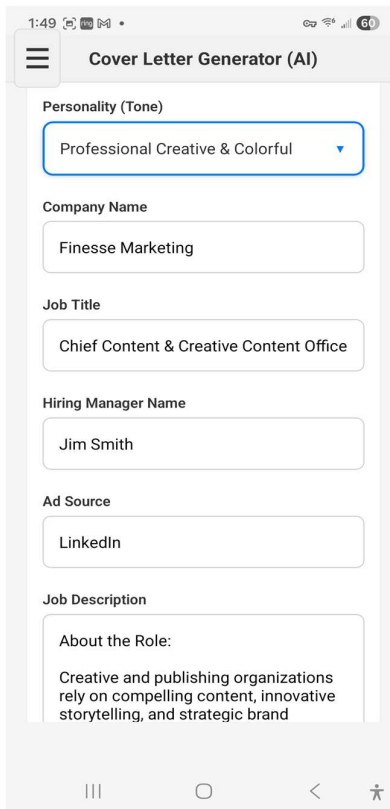
Resume Library for uploading, selecting, renaming, and removing resumes.

3. Gather the job information before you paste

For the best output, copy the job details from the posting first. This works especially well with LinkedIn, Indeed, Glassdoor, and ZipRecruiter.

- Copy the full job description into the Job Description field.
- Also copy the company name and position title.
- If the posting includes a hiring manager or recruiter name, add it too.
- Use the Ad Source field to record where the opportunity came from, such as LinkedIn or Indeed.

Best practice: Even if the app can work with partial information, better source detail usually produces a more relevant, more persuasive letter.



The screenshot shows the 'Cover Letter Generator (AI)' app interface. The fields are filled with the following information:

- Personality (Tone):** Professional Creative & Colorful
- Company Name:** Finesse Marketing
- Job Title:** Chief Content & Creative Content Office
- Hiring Manager Name:** Jim Smith
- Ad Source:** LinkedIn
- Job Description:** About the Role: Creative and publishing organizations rely on compelling content, innovative storytelling, and strategic brand

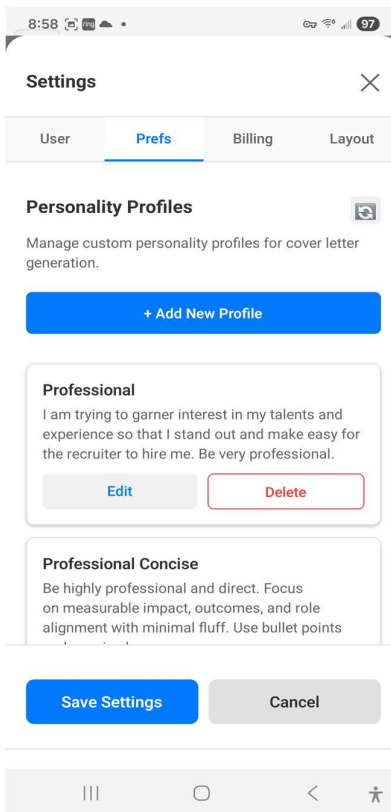
Filled job details fields with company, title, hiring manager, and source.

Longer pasted job description content helps the model align your experience more precisely.

4. Pick a Personality Profile

Personality Profiles do more than set tone. They can shape the overall style, energy, and verbiage of the final letter so it looks and sounds different depending on the kind of role you are targeting.

- Use a more traditional profile for conservative roles or industries.
- Use a concise or highly direct profile when the job values efficiency and measurable outcomes.
- Use a more creative profile when design, marketing, branding, or content roles benefit from visual personality and stronger stylistic expression.



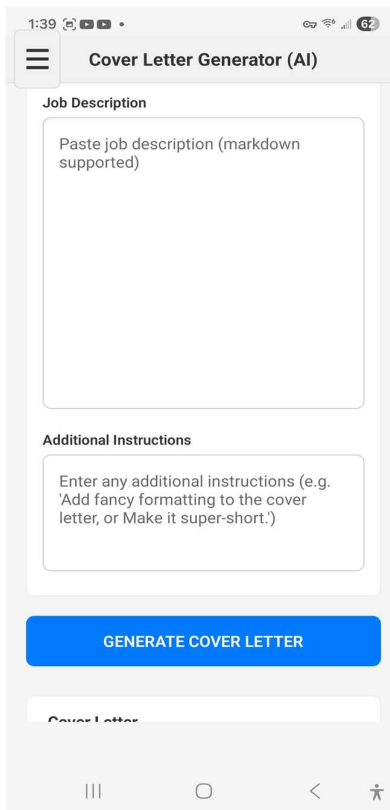
Personality Profiles can be created, edited, and reused across applications.

5. Add one-off Additional Instructions

Additional Instructions are the quick, one-time override for a specific letter. Think of them as a temporary customization layer on top of your selected Personality Profile.

- Use this field when you want one letter to behave differently without changing your saved profile.
- This is the right place for formatting requests, emphasis requests, and one-time stylistic constraints.

Example instructions: Make my name larger than other font sizes in the letter and bold it. Use a more modern voice. Keep the letter under one page. Emphasize leadership and measurable impact. Use slightly more energetic wording without sounding pushy.

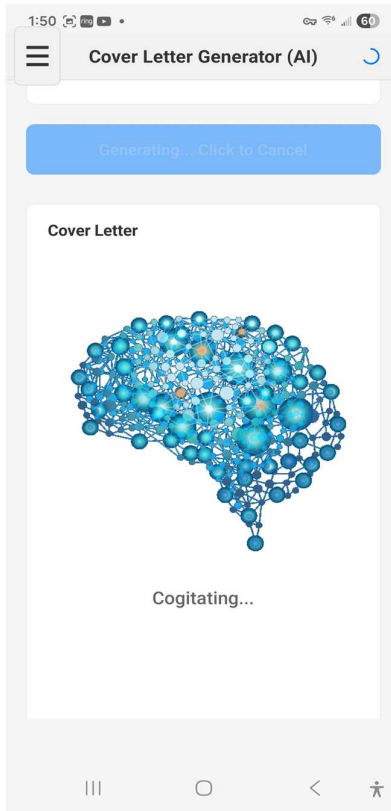


Additional Instructions field for one-off guidance before generating.

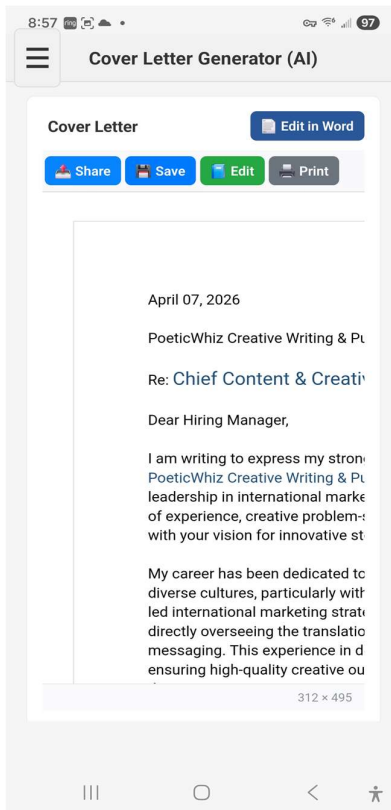
6. Generate, review, and refine

When everything is in place, generate the letter. The app shows a progress state while it builds the output, then displays the drafted letter inside the app for review.

- Generate first, then decide whether tone, layout, or emphasis needs tuning.
- If the result is close but not perfect, revise the Personality Profile or add a targeted Additional Instruction and generate again.



Generation in progress while the app prepares your cover letter.

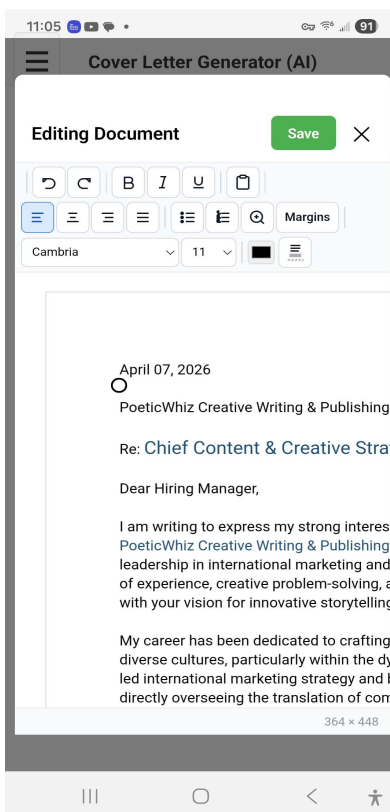


Generated letter view with quick actions for Share, Save, Edit, Print, and Edit in Word.

7. Edit the generated letter

If the draft is strong but still needs polishing, open the editing experience to make direct changes before you save or send anything. This is a valuable step when you want to tighten a paragraph, tweak formatting, or make the final result feel more personal.

- Use editing to refine wording, adjust structure, and make final presentation changes after the AI generates the initial draft.
- This is especially useful when a letter is almost right and only needs targeted human judgment rather than a full regeneration.
- Make manual edits when you want complete control over emphasis, spacing, font styling, or the final way the letter reads on the page.



Editing the generated document directly before saving, printing, or sharing.

8. Save, export, print, or edit in Word

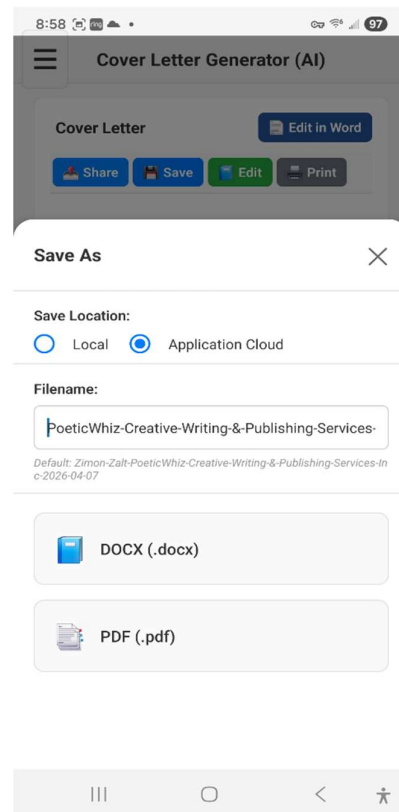
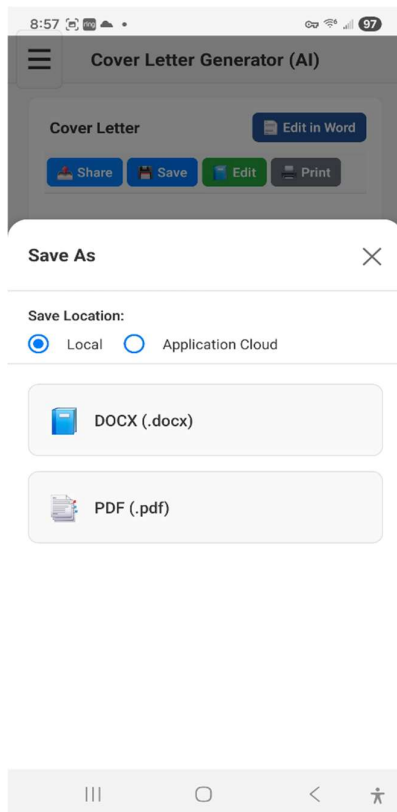
Once the letter looks right, choose the output path that fits your workflow. You can save locally, store in the application cloud, print, share, or continue editing in Microsoft Word.

- Save locally when you want a file on the device right away.

- Save to Application Cloud when you want easier retrieval and cross-session access later.
- Use Edit in Word when you want final hand-tuned adjustments before sending the application.

Save locally as DOCX or PDF.

Save to the Application Cloud with a custom filename.



Optimization Guide

Use job-board content strategically

The quality of your pasted job information directly affects the quality of the letter. LinkedIn, Indeed, Glassdoor, and ZipRecruiter postings often contain the exact language you want the model to mirror back in a polished, natural way.

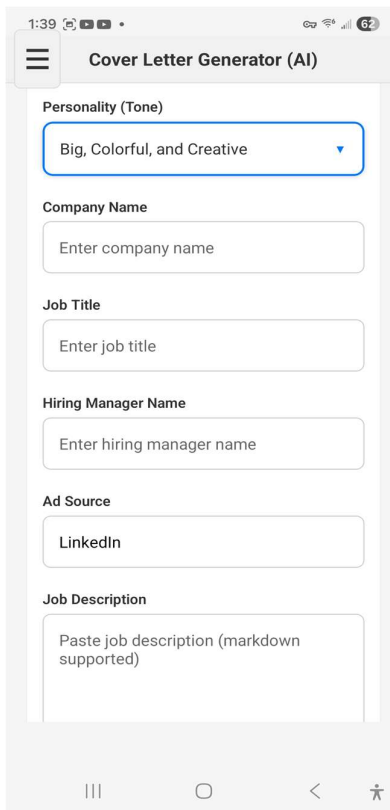
- Paste the whole job description, not just a summary.
- Preserve wording around responsibilities, outcomes, tools, leadership scope, and required experience.
- Capture the company name and role title exactly as shown in the posting so the letter feels tailored.
- If you cannot find a hiring manager name, leave it blank rather than guessing.

Why this matters: A richer job description gives the model more signal for vocabulary, priorities, and role alignment, which generally leads to stronger letters.

Use Personality Profiles to control voice and visual feel

Personality Profiles are one of the most powerful optimization tools in the app. They influence not only personality, but also style, phrasing, tone, and the overall look and feel of the finished letter.

- Create separate profiles for conservative corporate roles, creative opportunities, leadership positions, and highly technical positions.
- Treat profiles as reusable presets so you are not rewriting the same guidance every time.
- If a letter consistently feels too plain, too playful, too long, or too formal, adjust the profile instead of repeatedly fixing the same issue by hand.



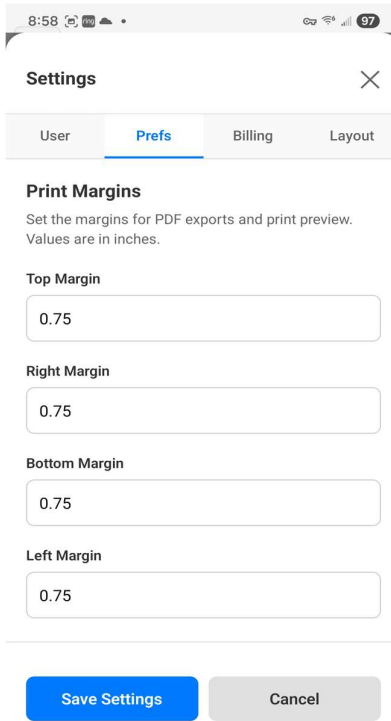
The selected Personality Profile changes the starting style before generation.

Use Additional Instructions for precise one-off control

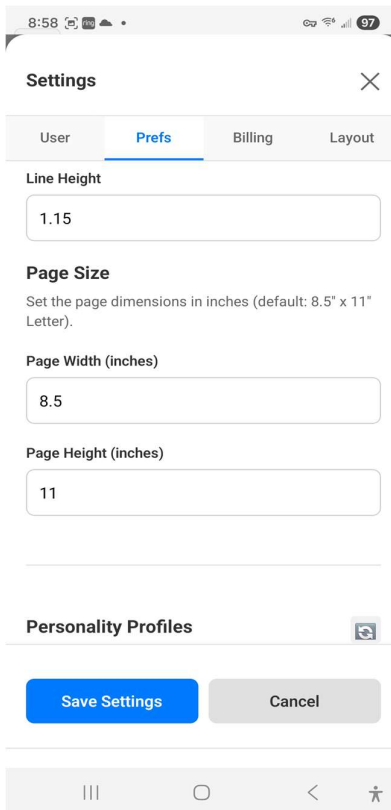
Tune the app settings for a better final letter

Once the wording is strong, the settings panel helps you improve how the letter prints, exports, and presents itself visually.

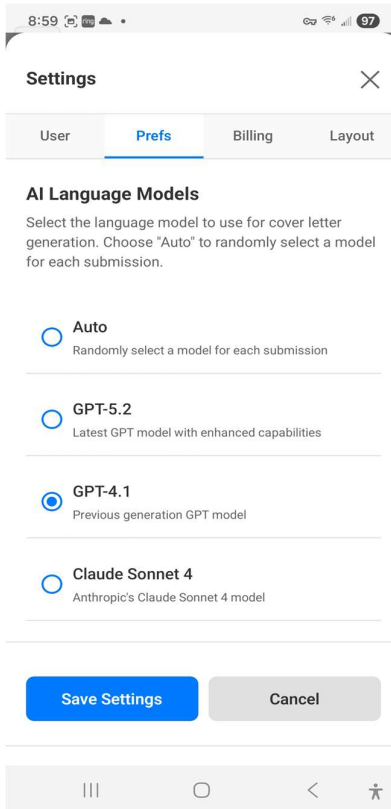
- Adjust margins if you need more room on the page or a more open layout.
- Use font family, font size, and line height controls to match your professional style.
- Keep page size aligned with standard letter output unless you have a specific reason to change it.
- Try different layout templates if you want a more formal or more conversational visual structure.
- Experiment with language model selection when you want a slightly different writing style or balance of speed versus nuance.



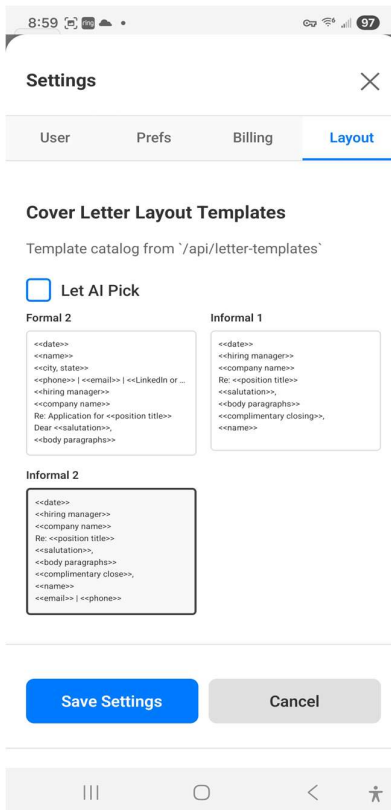
Print margin settings for cleaner exports.



Font, line-height, and page-size settings for final presentation.



AI language model selection for different writing behavior.

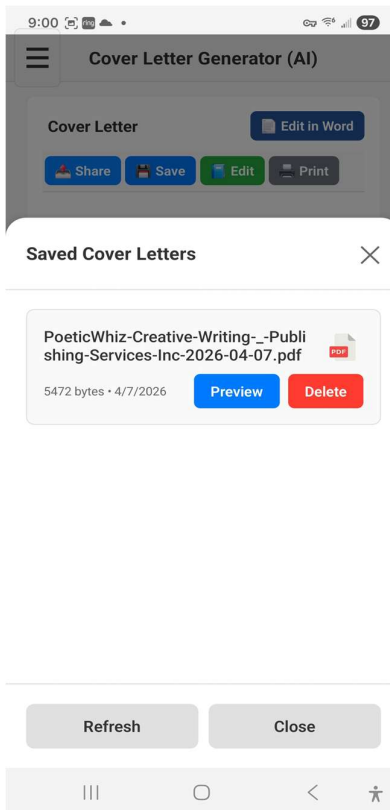


Layout templates help shape the final structure and visual rhythm of the letter.

Manage your letter history and files

The app also supports a cleaner long-term workflow so you can build momentum instead of recreating everything from scratch each time.

- Keep your best resume version ready in the Resume Library.
- Save strong letters so you can revisit them, preview them, or use them as references for future applications.
- Use Share, Print, or Edit in Word depending on whether you are finalizing, exporting, or collaborating.



Saved Cover Letters make it easy to preview or delete previous files.

Platform support, updates, and customer support

AI Job Cover Letter Generator is built for iOS and Android, and the same core workflow carries across both platforms.

- New users receive 10 free letters immediately after successful registration.
- New features continue to be added and delivered to users for free.
- Support contact: support@saimonsoft.com

Final Recommendations

- Keep one strong, current resume in the library and update it whenever your experience changes.
- Copy full job details from LinkedIn, Indeed, Glassdoor, or ZipRecruiter before you start generating.
- Use Personality Profiles for reusable style and Additional Instructions for one-time custom direction.
- Review the generated letter before sending, especially names, titles, and role-specific claims.
- Use Save, Share, Print, or Edit in Word based on how close the letter is to final.